

Executive Summary of July 2009 Statewide P-Card Policy Revisions

According to the Statewide Purchasing Card Policy, it is the responsibility of the State Cards Program Manager to “Review the Policy at least annually to ensure that it is in keeping with ‘best practices’ in the purchasing card industry and that it allows participants in the Program to utilize the P-Card to its utmost advantage in the procurement process within sufficient control guidelines.”

As such, the following is a high level overview of the relevant changes made to the June 2008 version of the Statewide Purchasing Card Policy. These changes are effective July 1, 2009 and supersede all previous revisions to the policy. The current P-Card policy can always be found online on the Department of Administrative Services State Purchasing website at <http://doas.ga.gov>. Please contact *Paul Kurtz, State Cards Program Manager* at pcards@daos.ga.gov or 404-656-5344 with questions regarding the P-Card program and/or the State policy.

Section	Relevant Changes	Comments
I. Program Overview	Exception added to paragraph 4. Team Georgia Marketplace users are not required to utilize Works™ for card reconciliation. Team Georgia Marketplace utilizes PeopleSoft for this functionality.	Non-Team Georgia Marketplace users continue to be required to use Works™ for account management and reconciliation. Team Georgia Marketplace users will continue to use Works™ only for account management functions such as ordering/cancelling cards, assigning limits, etc.
I. Program Overview	The term “State Entities” has been introduced to identify State agencies, Board of Regents entities, colleges, universities and technical schools that participate in the program. Similarly “Local Entities” now refers to State authorities, commissions, counties and municipalities that participate in the program.	Clarification based on feedback concerning confusion over previous terminology.
Various	The State Cards Program Manager has added language indicating that a designee may perform certain assigned responsibilities involved in the management of the program.	(Self explanatory)
V.A.1. Equipment	Exception added to allow Team Georgia Marketplace users to purchase equipment exceeding the standard thresholds as Team Georgia Marketplace allows for the flagging of purchases for inclusion in the asset inventory system in PeopleSoft.	Non-Team Georgia Marketplace users must adhere to the dollar limits assigned to the purchase of equipment.
V.A.3.i.(a) – Purchase of Supplies and Materials over \$5000	Clarification on exceeding single transaction limits for purchases from Statewide Contracts, Agency	Program administrators can adjust single transaction limits and monthly cycle limits on p-Card accounts to accommodate

	Contracts and mandatory sources.	purchases <i>from these sources only</i> without prior written approval from the State Cards Program Manager.
V.A.6 – Purchase of Food	Language added to clarify food purchases not intended for State employee consumption.	The general idea is to prevent the P-Card from being used for employee meals except in accordance with SAO's "Group Meal Policy". Most food for other use is allowable.
V.A.7 – Official Purchases	Language added to allow other "official purchases" not otherwise excluded.	(Self explanatory)
V.B – Prohibited Purchases 1. Personal Purchases 2. Cash Advances 3. Gift Cards 6. Alcoholic Beverages 10. Food	- Personal purchases are more clearly defined. - Other cash related products and services have been added - Similar products added - Added "beverages" - Clarified food intended for consumption by State employees	Various updates to more thoroughly describe prohibited purchases. These changes stem primarily from the misunderstanding of and confusion around personal purchases and food purchases.
V.E – Exempt Purchases	Added section to allow the purchase of goods/services categorized as "exempt" in the Georgia Procurement Manual.	(Self explanatory)
VI. C. 1.ii – Cycle Limits	Maximum monthly cycle limit increase from \$10,000 to \$25,000. Program administrators can now assign monthly cycle limits up to \$25,000 without prior written approval from the State Cards Program Manager.	Designed to allow greater utilization of the cards for allowable purchases and to accommodate the contraction of the card program. This is the result of combining multiple cards into one account.
VI.C.1.iii - Cycle Limits	Added reference to section IV.A.1.ii for guidance in establishing proper limits.	Designed to prevent Program Administrators from automatically assigning higher monthly cycle limits. Limits should be based on cardholder purchasing history and requirements while mitigating risk associated with excessive limits.
Index	Index added.	(Self explanatory)

These changes have been made toward the goal of clarifying common misinterpretations and oversights in the P-Card Policy as well as changes to the Georgia Procurement Manual. The feedback from APOs/CUPOs, Program Administrators, Supervisors/Approving Officials, Cardholders and others is beneficial and appreciated.

When used in accordance with the Statewide Purchasing Card Policy as well as Agency and Local Entity policies and managed in a responsible manner utilizing the tools provided, the P-Card remains the safest, easiest and most economical form of payment for government procurement. To learn more about how to optimize your P-Card program, please contact the State Cards Program Manager.